

**Little Traverse Bay Bands of Odawa Indians**  
**REPOSTED – Job Posting**

**Job Title:** **Health Director**  
**Department:** Health Department  
**Reports To:** Direct Services Administrator  
**Status:** Exempt  
**Salary Range:** \$17.37-\$52.88 per hr. (\$36,121-\$110,000) Annually  
**Level:** Negotiable  
**Open:** November 14, 2016  
**Closes:** December 05, 2016

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**SUMMARY**

Responsible for all LTBB Health Department operations, including Health Clinic, Dental Clinic, Purchased and Referred Care, Community Health, Behavioral Health, and all other health programs as developed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- The Director is responsible for overall planning, development, and implementation of the LTBB Health Department services.
- The Director is responsible for management of all Health Department staff, through direct supervision or indirect supervision through subordinate managers.
- The Director is responsible for the formulation and implementation of the health budget based on appropriate workload indicators and anticipated revenues. To monitor and control health department costs to maintain expenditures within resources and allocations.
- The Director is expected to develop and maximize revenue sources such as third party billing for all health programs where services are rendered.
- Develop or expand services for direct medical care, substance abuse and mental health services, preventative medicine, community health, dental, purchased and Referred Care as identified within the IHS 638 AFA Contract and all other health grants and contracts.
- Responsible for the development and implementation of policies and procedures for health department to ensure tribal citizens' needs are met in accordance with I.H.S. professional standards of medical care.
- Responsible for the development of programs and resources to incorporate Traditional Native Healers and Traditional Native medicines and ceremonies into healing and prevention activities for tribal citizens.
- Responsible to develop, implement, and evaluate methods to ensure effective and efficient use of staff, facilities, equipment, and other resources while maintaining the highest patient care and program standards.

- Responsible to develop partnerships and coordinate activities with other health service agencies to increase services and extend program dollars. Educate outside agencies and our own Tribal Citizens on unique health needs of our Tribal population.
- The Director is responsible to collaborate with the Grants office researching resources, and preparing grant proposals for submittal to potential funding sources to obtain funds for ongoing or special projects.
- The Director is responsible organization of training for health staff, and participate in guidance of educational programs.
- The Director must represent Health Department with external communities, locally and beyond to advocate for health and human services needs at state and national levels.
- Maintain awareness of advances in the healthcare field.

### **SUPERVISORY RESPONSIBILITIES**

Manages all employees in the LTBB Health Department, directly or indirectly. Responsibilities include planning, assigning, and directing work, training employees, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

### **OTHER SKILLS AND ABILITIES**

Demonstrated ability to interact effectively with all levels of an organization; excellent communication, public speaking and writing skills; superior judgment, analytical, problem-solving and negotiation skills. Enjoys a challenge and committed to building a high-performance organization. Proficiency with computer is necessary.

### **EDUCATION and/or EXPERIENCE**

Masters degree in health administration or related health field preferred. Bachelor's Degree (B.A.) in health administration or related health field, and minimum eight years experience working in the health care management is required. Three years clinical experience is desired. Experience working with Indian health organization preferred. Experience working with Traditional Native Healers preferred.

### **COMMENTS**

Indian Preference will apply. Successful candidate will pass intensive background investigation. Must have a valid Driver's License and be insurable by the Tribe's carrier.